

FSA Work Safety Guide for Employees



Welcome back!

As we continue to bring more employees back to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to agency policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

What we are doing:

- All employees and visitors entering our buildings may be screened for COVID-19 symptoms and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the buildings.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Staffing schedules may be modified to allow for staggered work shifts to reduce the number of people in the offices and/or buildings at one time.
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.



What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering while at all FSA facilities.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your Supervisor if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



Frequently Asked Questions



Can I continue to work from home?

Staff work locations and schedules will be set at the discretion of the supervisor to ensure distancing guidelines can be followed. We understand that each employee's circumstance may be unique and should be discussed with supervisor.



Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

Employees and visitors may be required to answer questions regarding COVID-19 symptoms before entering our buildings. Individuals who refuse to answer health screening questions will not be permitted entry into the building. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action. Please see your employee handbook/policies regarding use of paid and unpaid leave for unexcused absences.



What should I do if I feel sick?

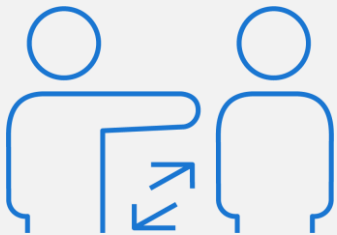
Employees who feel ill should notify their Supervisor per the agency policy and not report to work. If you are already at work and begin feeling sick, you should notify your Supervisor and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave that may be available. Contact human resources for more information on available paid time off.

Frequently Asked Questions, cont.



Do I have to wear a mask at work?

FSA employees are required to wear a mask at work. Once you are in your workspace you may remove the mask if you are working alone or are six feet away from your fellow worker. You must wear a mask when you go to the restroom as well as when you are on FSA properties. If you have a health issue that restricts you from wearing one, please speak to Human Resources.



Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. Most meetings will include be conducted from your workspace via Zoom or another source.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.



Do I have to pay the health insurance premiums that I missed while I was not working?

Employees are responsible for paying their portion of health insurance premiums that were missed while on unpaid leave or furlough. Employees have several options for paying these premiums including a lump-sum payroll deduction or a series of deductions spread over time. You will be contacted by human resources to make arrangements for these payments.